

Bullet pointed Summary of Emergency Management Policy

- Emergencies include fires, vehicle accidents, medical events, and small hazardous materials releases. Fire departments, emergency medical services agencies, police, and public works employees respond to these events by using standard operating procedures.
- At GST, the Principal(s) is/ are the school's chief Safety Warden and when they are off-site they designate a replacement. GST has four additional Safety Wardens and two Communication Officers
- Emergency situations may result from the following:
 - Fire
 - Telephoned-in Threat
 - Extreme Weather Events
 - Civil disruption or Armed Intrusion
- Responses to these situations might include:
 - Evacuation
 - Lock-down
 - Shelter in Place
- The **Principal(s)/ Chief Safety Warden(s)** is/ are responsible for:
 - Attending any training required to carry out her/ his role as Chief Safety Warden
 - Ensuring regular maintenance of smoke detectors, alarms and extinguishers
 - Deciding on the timing and nature of Emergency drills
 - Meeting with Safety Wardens to consider Procedures and effectiveness
 - Arranging additional training/ changes to procedures as necessary after Meetings
 - Ensuring that, in an emergency or drill, security gates/ doors are unlocked.
- The duties of **Safety Wardens** are:
 - Ensuring correct signage around the school, giving directions to muster points
 - Monitoring procedures and assisting teachers to review them and report to the Principal/ Chief Safety Warden on their effectiveness
 - Assisting delivery of training needed to ensure safety of students, visitors and staff
 - Attending any training to enhance their own efficacy as Safety Wardens.
- All staff have a responsibility to:
 - Know the location of **emergency exits** in the building.
 - Plan an **escape route** from their usual places of work to each exit.
 - Familiarise themselves with the location of any **break glass fire alarms** in the building.
 - Know the location of **fire extinguishers**.
 - Familiarise themselves with the Giant Steps Tasmania safety wardens and make sure their mobile phone numbers are in their phones.
 - Familiarise themselves with the location of the first aid kits.
- Classroom staff must consider students' needs in an emergency situation, e.g
 - For additional processing time
 - Communication
 - Medication
 - Impact of stress
 - Behavioural Support needs

This policy is reviewed every 12 months.